



# Working Alone

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## Introduction

The purpose of this policy is to provide measures to protect the health and safety of, and minimize risk to, any worker that works alone or at an isolated place of employment as defined in section 35 of *the Occupational Health and Safety Regulations, 1996*.

This policy describes the roles and responsibilities and actions to be taken to protect employees, including ensuring that employees have a means of communication with individuals who can respond to an emergency. The First Nations University of Canada is committed to taking preventative measures to protect employees who work alone. Adherence to this policy will help meet health and safety legal requirements.

This policy applies to all members of the University Community, the university premises and other work and study sites where university business is performed.

## Definitions

**Activity** includes any activity that is directly related to or arising out of the operations of the university at any location.

**University Community** includes:

- All current faculty, staff and students of the university
- Any person holding a university appointment whether that person is an employee
- Post-doctoral fellows
- Organizations and individuals required by contract to comply with university policies
- Members of the Board of Governors
- Visitors

**Supervisor** is a person authorized by the University to oversee or direct the work of employees, including research supervisors, principal investigators, department heads, deans, managers and any other persons in positions of authority.

**Employee:** is any full or part-time permanent, term or casual faculty or staff member and any person who teaches, conducts, research, or works at or on behalf of the University. Includes, but is not limited to,

student employees, adjunct and sessional faculty members, librarians, program directors, post-doctoral fellows, emeriti, and visiting professors.

**Work Alone:** means to work at a worksite as the only worker of the employer at that worksite, in circumstances where assistance is not readily available to the worker in the event of injury, ill health or emergency.

**Worksite:** means any place where University business is performed, including locations such as laboratories, offices, field offices, student recruitment centers, vehicles, and other offsite work locations.

**Hazard** means a situation, condition, or thing that may be dangerous to the safety or health of employees.

## Policy

The University shall take all reasonably practicable steps to reduce, eliminate, or control identified and potential risks to employees who work alone or in isolation.

As required by the *Occupational Health and Safety Regulations, 1996*, the University will have an effective communications system established between the employee and persons capable of assisting the worker in an emergency if the worker is injured or ill. The University will also ensure employees are aware of the procedures to follow through communication and training.

## Consequences for Noncompliance

All members of the University community are subject to the requirements of this policy. Violations place the University at significant risk and are subject to appropriate corrective administrative, academic or non-academic discipline and could result in disciplinary action up to and including termination of the member's position with the University, or in the case of a student, an academic suspension. Significant legal penalties may also be assessed under *The Saskatchewan Employment Act* and *The Occupational Health and Safety Regulations, 1996*.

## Related Information

- Working Alone Policy - Procedure Statement (*under development*)
- Incident Report Form (*under development*)
- Health and Safety Policy
- *The Saskatchewan Employment Act*
- *The Occupational Health and Safety Regulations, 1996*